

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Mechanical Engineering Technician II	<b>DISTRICT/DIVISION/OFFICE</b> Division of Equipment/Project Mgmt/Quality	
<b>WORKING TITLE</b> Equipment Inspector	<b>POSITION NUMBER</b> 932-001-3594-	<b>EFFECTIVE</b>

**As a valued member of the CalTrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the Direction of a Senior Equipment Engineer, the incumbent assists in the daily operations of the Quality Assurance Branch. The typical duties will be to assist the Quality Assurance Branch in the inspection of new highway maintenance equipment and vehicles purchased by Caltrans. In this capacity, the incumbent will inspect and test equipment to assure compliance with equipment purchasing specifications and drawings and operational functionality. This position requires extensive travel within the state, with occasional out of state travel.

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)

- |           |  |
|-----------|--|
| 70% ( E ) | <b>Works in various locations doing the actual inspection of equipment, including functional operational tests when appropriate. In performing the inspection, employee works closely with manufacturers/vendors of the equipment. He/she must physically inspect all pertinent engineering requirements of the specification. Incumbent writes detailed inspection report and communicates to the manufacturer/vendor in areas that equipment/vehicles do not comply with specification or drawings. In doing the inspections, applies knowledge of laws and regulations as they relate to highway maintenance equipment and vehicles, while complying with all departmental safety policies and procedures. Does research into new laws/regulations related to equipment and vehicles.</b> |
| 20% ( E ) | <b>Travels to manufacturer and vendor locations throughout the state and frequently travels out of state.</b>  |
| 5% ( E )  | <b>Communicates with Specification Engineers and other related branches of the Division of Equipment (DOE) in relation to quality assurance issues. Uses electronic databases, spreadsheets and email to provide documentation regarding these communications.</b>   |

- 3% ( E )      **Performs technical tests and writes performance test results on various kinds of equipment, snow blowers, street sweepers, tractor mowers, and other highway maintenance equipment. Ensures maintenance, security, and readiness of necessary test equipment.**
- 2% ( E )      **Does personal time and record keeping, attends safety meetings and performs miscellaneous research as directed.**

### ***SUPERVISION EXERCISED OVER OTHERS***

May perform supervision of a student assistant.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Basic knowledge of all aspects of highway maintenance equipment/vehicles in relation to mechanical, electrical, welding and hydraulic performance.

Required to analyze equipment functions, as they are required in the specifications and drawings.

Ability to travel by air and/or ground without complications.

Ability to lift and carry 100 lbs.

Ability to crawl under, and climb over any DOE equipment.

Ability to sit at a desk and operate office machines for extended periods.

Ability to read and analyze drawings, and identify discrepancies.

Ability to do simple engineering calculations.

Ability to communicate verbally and create good working relationships with Caltrans employees and contacts in the private sector.

Ability to write performance and inspection reports, with clarity and sufficient detail, so as to effectively communicate problems.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Inspection of highway maintenance equipment and vehicles has a critical impact on safety, cost, and legal aspects to Caltrans. An error in judgement by the personnel in this position could result in significant cost to the State through liability, repair costs or correction of non-compliant items that are undiscovered. Nonconforming safety issues could result in injury or death to personnel.

### ***PUBLIC AND INTERNAL CONTACTS***

Contacts with Caltrans employees, private sector and public agencies, and various small business enterprises are required in the performance of the duties of this position. The employee is a representative of the State of California, and the Division of Equipment, and as such must conduct himself/herself in a professional manner at all times.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Employee will climb into and under trucks and equipment, work at a computer keyboard, drive a passenger vehicle, and can work infrequently in snow and ice conditions, or open parking lots in hot summer conditions. Must be physically capable of carrying mobile truck scales, (100 lbs.) crawling under trailers, handling truck tires and wheels, operating tests for various equipment. The employee will be required to learn and apply mobile equipment technologies as they develop, and then instruct others in their respective application.

Employee will explain to manufacturers/vendors the area where their product does not meet the requirements of the specification or drawings. Employee will work with the specification writer to insure there is a documented and unified response to the manufacturer/ vendor when an item is considered non-compliant. Employee may have to constructively react to the emotions of a manufacturer/vendor when his product is found non-compliant and negotiate correction of the equipment deficiency, generally with the concurrence of the specification writer.

### ***WORK ENVIRONMENT***

While completing his/her duties, during any given day, the employee may be working outdoors up to 90% of the time. The employee may be in an air-conditioned vehicle up to 50% of the time, traveling by commercial air up to 50% of the time, or working in a climate controlled office at a desk up to 80% of the time.

**I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.**

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Employee Name (please print)

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Employee signature

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Date

**I have discussed the duties with and provided a copy of this duty statement to the employee named above.**

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Supervisor Name (please print)

Date

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Supervisor signature